

MINUTES OF ICKLETON PARISH COUNCIL

Wednesday 20th May 2020 starting at 4pm. This meeting was held remotely using the software application Skype.

Present: Cllr Sian Wombwell, Cllr Terry Sadler, Cllr Tim Pavelin, Cllr Hugh Molloy, Cllr Philly Hamilton, Cllr Edmund Heaney, Leanne Smith (Clerk)

District and County Cllr Peter McDonald

Katherine Denman-Johnson

020/20-21 To Receive Apologies for Absence

Cllr Liz Gibson, Cllr Simon Cheney

021/20-21 Councillors Declaration of Interest for Items on the Agenda & Requests for Dispensation

Cllr Tim Pavelin – Agenda item 032/20-21 iv

022/20-21 Open Forum for Public Participation Including Youth Representation

None

023/20-21 To approve minutes of meeting held on 15th April 2020

Cllr Pavelin noted an error on the draft minutes relating to agenda item 014/20-21 vi, in that the figures should have been recorded as £26 per month. Error rectified on the paper minutes by Cllr Wombwell and signed, and it was **resolved** that the minutes of the meeting held on 15th April 2020 were approved and signed by the Chair.

024/20-21 Matters Arising/Clerks report

Parking on verges – ongoing

Local Highway Initiative 2021-22 for discussion in agenda item 025/20-21 ii.

Resurfacing work on Frogge Street reported and Cllr McDonald aware.

Annual church clean cancelled due to Covid-19.

No large-scale planning applications of note.

025/20-21 Traffic and Highways Issues

i. Road closures:

Level crossing, Hinxtan Road, Duxford 21/6/2020 01.20-07.30 hrs

Level crossing, Ickleton Road, Hinxtan/Brookhampton Street, Ickleton 11/6/2020-12/6/2020 00.30-05.00 hrs

Butchers Hill, Ickleton 22/6/2020-26/6/2020 07.30-18.30 hrs

Noted by the Parish Council.

ii. Local Highway Initiative 2021-22:

Cllr Sadler suggested the footpath on Frogge Street could be an initiative for improvement. There is no set deadline for bids so the Parish Council will continue discussions next month.

Cllr McDonald will share a list of highway improvements and asked if the improvements in Ickleton listed have been completed and for anything new to be added.

Cllr Molloy noted the poor state of the wooden posts on some street name signs in the village and national speed limit sign on Coploe Road.

Clerk to ACTION.

026/20-21 Rural Crime Report

Cllr McDonald informed the Council that there had been a number of thefts from motor vehicles in the area local to Ickleton and that the majority of vehicles had been insecure. Clerk to ACTION and share in Icene report.

027/20-21 Reports from County and District Councillors (Appendix A)

Cllr McDonald summarised his report.

Clerk to ACTION and share information in the Icene report relating to the Thriplow household waste recycling centre, well-being campaign and project for carers.

He also raised the matter of planning delegations. The Parish Council received a letter from Cllr Heather Williams stating that on the 21st May 2020 she would request at full council for an automatic referral of applications to the planning committee for determination. The Parish Council also maintain the view that there should be a return to an automatic referral to the planning

committee and asked for support from Cllr McDonald by voting against the current proposal at full council on the 21st of May 2020.

028/20-21 Correspondence Received

- i. Cllr Peter McDonald - Broadband
Email received from Cllr McDonald about superfast broadband in Ickleton. He had contacted Connecting Cambridgeshire to enquire about coverage in Ickleton and was told that 81% of household should be able to access superfast (>24mbps) broadband services. Some Parish Councillors reported that they were not receiving the speeds they are paying for.
- ii. Use of recreation ground for fitness class
Enquiry received from a fitness class instructor asking for permission to use the recreation ground for outdoor classes once the Government allow it. The Councillors were supportive but asked that she liaise with the sports teams that use the recreation ground to avoid clashes and check her insurance cover.
- iii. Free trees and donation to Extinction Rebellion
Email received from Extinction Rebellion Cambridge and Ely offering free oak saplings to plant this winter and requesting donations. The Council questioned the suitability of oak trees, can already obtain free trees from the Woodland Trust and declined to make a donation.

29/20-21 Planning Information

- i. For consideration
None.
- ii. For information
Reference: S/0983/17/COND3
Proposal: Condition 3- Materials
Site address: 31 Frogge Street, Ickleton, CB10 1SH
Applicant: Mr Stephen Harding
Noted by the Council.
- iii. Planning Decisions
None.
- iv. Planning Appeals
None.
- v. Tree Works
Reference: 20/1102/TTPO
Proposal: Walnut - crown reduce height by 3m, crown reduce spread on all sides by 3m, shape and balance. This tree is causing damage to the tennis courts and adjacent boundary hedge.
Site address: 8 Mill Lane, Ickleton, CB10 1SW
Applicant: Mr Owen.
For information - noted by the Council.

030/20-21 Updates on current applications

None.
The Clerk is aware of building work in progress at 21 Grange Road, Ickleton and has notified planning to check that it is permitted development.

031/20-21 Reports from Councillors

Cllr Molloy:
Reported that a public bench on Frogge Street is rotten and in need of repair. The Parish Council agreed in principle to replace the wood and will await costs for the materials.
Reported that the gate at Coploe Hill is in need of repair. The Clerk and Chair are already aware. The fencing is due to be replaced and so the gate will be repaired at the same time.
Stated that he was asked to make representations to the Parish Council on behalf of the Allotment Association for the Parish Council to prepare the ground around the allotment for hedging and asked that organic alternatives to Roundup are used. This was noted by the Council. At this time there is some uncertainty about ownership of the hedging and a formal written quote needs to be obtained for the Parish Council to consider.

Cllr Hamilton:

Stated that the Parish Council has been contacted by a resident on Southfield who wishes to replace their garden fencing and that an elder tree on Back Lane pushes on to their fence and blocks light to the garden. Cllr Hamilton surveyed the area in her capacity as tree warden. It is not clear who owns the tree and it is possibly a self-setting tree. Cllr Sadler noted that it is not in a conservation area and so will not need permission. Therefore, the Council were happy for the resident to take back the tree so it doesn't impact on the new fence.

Cllr Sadler:

Reported that the car medical scheme is currently suspended.

Cllr Pavelin:

An email was received after the agenda was published from the Cricket Club and circulated to the Parish Councillors. Cllr Pavelin asked for it to be discussed. The club has asked what the position of the Parish Council would be regarding the cricket net being reopened for people to use from the same household or two individuals from different households in the near future in response to the lock down being eased. The Parish Council are in agreement for this to happen when appropriate and in accordance with Government guidelines.

032/20-21

Financial Matters

- i.** To Approve Payment of May 2020 Accounts:
Clerks salary (confidential)
Clerks expenses - £26.00
Tim Pavelin (empty bins) – £100.00
Charles Frankau (grass cutting Jan-March 2020) - £576.00
LCR subscription (NALC magazine) - £17.00
Rialtas (Year end closedown) - £432.00
It was resolved that the payments listed be made.
- ii.** Review and approve Asset Register
The Asset Register was reviewed by the Parish Council. They discussed, due to differing advice from various sources, whether as asset value should include costs such as delivery and skip hire or whether those costs should be recorded in footnotes. The Council decided that they would include those costs in the asset value. It was resolved that the 2019-20 Asset Register was approved.
- iii.** Review insurance quotes
The Parish Council received insurance quotes from Came & Company Local Council Insurance brokers for the period 1st June 2020-31st May 2021. They provided three quotes and recommended that the Parish Council accept the quotation from Pen Underwriting Ltd to meet the demands and needs of the Council. The total premium for an annual policy with Pen is £1,190.84 and the total premium for a 3 Year Long Term Agreement Option with Pen is £1,133.80. It was resolved that the Parish Council would enter the 3 Year Long Term Agreement with Pen and for the Clerk to make the payment.
- iv.** Review payment made to Tim Pavelin to empty bins and consider purchase of a cart
The current payment made to empty bins on the recreation ground is £20 per week. This has not been reviewed for many years. In addition, he has been using his own cart for collection which is now in need of replacement and so asked if the Parish Council would consider purchasing a new one at an estimated cost of £60-100. Cllr Pavelin left the meeting for the matter to be discussed. Cllr Hamilton proposed the payment was increased to £25 per week, and Cllr Sadler seconded. The Council agreed in principle to purchase a cart and asked that quotes are obtained. Cllr Pavelin returned to the meeting.
Cllr Sadler asked if Cllr Pavelin had continued to carry out visual checks of the playground in recent weeks to which Cllr Pavelin confirmed he had.
- v.** Whittlesford Warriors football pitch hire season charge
The Clerk made enquiries relating to outstanding pitch hire charges and it was ascertained that 3 seasons of charges are owed to the Parish Council. Clarity around the charge amount remains unresolved.

It was resolved that charges should not be made retrospectively because the club wasn't invoiced at the time. The Parish Council will review the charges at the June Parish Council meeting relating to next season.

vi. Allotment hedging quote

Formal written quote to be obtained from Dominic Pallett.

033/20-21 Parish Council websites

The Clerk has begun to make arrangements for the creation of a Parish Council website to comply with accessibility requirements. The Parish Council have since discovered that the current website that includes Parish Council information and documents is in fact owned by the Parish Council. The Parish Council in principle would like to carry on with plans to create a new website. Therefore, the Clerk will ascertain firstly if other groups and associations that use the website are in favour of this plan, and secondly if not whether the web designer is able to adapt the existing website to make it compliant with accessibility regulations.

034/20-21 Annual Parish Meeting

Unlike Parish Council meetings, there has been no guidelines published relating to Annual Parish Meetings. The Annual Parish Meeting scheduled for the 12th of May 2020 was postponed due to Covid-19. The Parish Council will await any new guidelines in order to decide if it will be re-arranged.

035/20-21 Councillor vacancy

Katherine Denman-Johnson was in attendance at the meeting and was considered for co-option. She introduced herself to the Council. Cllr Wombwell nominated and proposed that she was co-opted as a Parish Councillor and the consensus of the other Councillors was to co-opt her. She was formally welcomed on to the Parish Council. Clerk to ACTION the necessary paperwork.

036/20-21 DATE OF NEXT MEETING:

Wednesday 17th June 2020 at 7.30pm

Any business and payments to be considered at the Parish Council Meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

The meeting closed at 6.33pm

Appendix A

Cllr Peter McDonald - report for Parish Councils May 2020.

South Cambs District Council report

Again my month report will focus entirely on the current C19 crisis.

Bins

Residents in Cambridge City and South Cambridgeshire are being asked to put their green bins out on their normal days from Monday 4 May as part of a phased reintroduction of garden waste collections.

Households would usually have two green bin collections between 4 and 30 May, but due to the impact of national social distancing measures, only one collection will be guaranteed. Crews will try to empty more bins on each occasion if they can.

For clarity, households can check their online bin collection calendar to find out their guaranteed green bin collection date. In addition, Greater Cambridge Shared Waste Service crews may be able to collect some green

bins more frequently than this - when there are enough staff and vehicles. Putting your green bin out with your blue bin every fortnight will mean it is available for them to empty if they are able to.

The national social distancing measures outlined for waste collection services mean that each collection vehicle currently has a driver and only one loader (the crew member who loads the bins onto the lorry), rather than the usual driver plus two loaders. This is in order to ensure enough space is left between staff when travelling, which means what would normally be one week's work could be spread across two weeks.

Councils in other parts the country are making similar arrangements for their green waste collections as the recycling and waste industry deals with the impacts of this global health emergency.

The decision to suspend green bin collections in March was taken to ensure black bin (general rubbish) and blue bin (recycling) collections could be maintained despite crew members becoming ill or needing to isolate. At one point, around a third of operatives at the Shared Waste Service were absent for one of these reasons.

While the service runs with only one loader per truck, in line with Government guidance on avoiding spreading the virus, it takes longer and is much more physically demanding to complete each round.

Although crews will do their best to collect as many green bins as possible during the first fortnight, only half of residents will have a guaranteed collection in these first two weeks of May. As well as finding out when their scheduled collection is via the councils' websites, residents will be able to report any accidentally missed bins online, on their guaranteed collection date, as usual. It will not be possible to report a missed green bin collection on non-guaranteed days. Residents are being asked to continue home composting as much of their garden waste as possible until collections return to normal.

You can find information about bin collection services or your usual collection date plus answers to Frequently Asked Questions related to green bin collections. These include information on how to help avoid spreading Coronavirus via your bins; how to store your green bin to avoid pests if it contains food waste; how to set up a home composter; and why the green bin collections were suspended as opposed to the blue or black bin collections. These services remain unaffected and residents should continue to put their black and blue bins out as normal.

The Greater Cambridge Shared Waste Service is a partnership between Cambridge City and South Cambridgeshire District Councils.

Related Information

- [Find your household bin collection day](#)
- [Green bin re-introduction FAQs](#)

Business Grant Funding

Almost 1,500 small businesses in South Cambridgeshire are benefitting from swift £20m million grant aid from the district council to help them weather the Coronavirus outbreak.

South Cambridgeshire District Council has awarded Government assistance grants to 80 per cent of local eligible businesses in the first few weeks of the scheme's launch.

The take-up among small businesses and companies in the retail, hospitality and leisure sectors has been significant and Council staff have been working tirelessly to ensure funding gets to where it's needed as quickly as possible.

With an estimated 2,000 businesses in South Cambridgeshire eligible for the funding, there has been a huge combined effort from Councillors and officers to reach local firms that have yet to apply.

To qualify, businesses must have been registered as the business rates payer on 11 March 2020, and need to be receiving either Small Business Rate Relief or the Expanded Retail, Hospitality and Leisure discount. Grant support takes the form of two schemes:

- The Small Business Grant Fund: A one-off grant of £10,000 to eligible businesses that already pay little or no business rates to help them meet ongoing business costs;
- The Retail, Hospitality and Leisure Grant Fund: A £10,000 grant for eligible businesses with a rateable value of under £15,000. Eligible businesses with a rateable value of between £15,001 and £51,000 will receive a grant of £25,000.

Companies have been contacted via email (or letter if an email address is not available) with details on how to apply for the grants online. Full guidance for the grant schemes can be found on the Government website.

If you think your business might qualify, please visit the Council's website and follow the relevant links within the Coronavirus support for businesses section.

For the latest business updates, local companies can sign up to the Council's business newsletter.

In addition to the grants, South Cambridgeshire's retail, hospitality and leisure businesses have so far benefitted from around £13.9 million through the Government's expanded retail business rates relief scheme. It enables eligible firms that were due to pay Business Rates for 2020/21 to have their Business Rates waived so they don't have to pay any for next year.

[All the relevant South Cambs C19 advice is contained here](#)

https://www.scambs.gov.uk/coronavirus/support-for-residents/?utm_medium=email&utm_source=govdelivery#A9

[Information about the county and district/city hub contacts](#)

Contact details are attached in this link: Covid-19 Co-ordination Hubs info and contacts.pdf

[Virtual meetings](#)

These are on-going within the parishes and of course you are welcome to listen to South Cambs Committee meetings. For example the first on line Cabinet meeting will take place May 6th. For Public questions please submit to democratic.services@scambs.gov.uk

<https://scambs.moderngov.co.uk/ieListDocuments.aspx?MIId=7542&x=1>

[South Cambs Patch Lists](#)

A reminder of which patch you are in and who is your dedicated Patch Officers:

[Cambridgeshire County Report](#)

The changes to County services during C19 are all to be found here:

<https://www.cambridgeshire.gov.uk/residents/coronavirus/disruption-to-council-services>

As a result of the Councils budget situation, there have been changes to the Adult Social Care policy with charges for the new financial year and these were published in April. file:///C:/Temp/ab098/Downloads/adult-social-care-charging-policy-april-----.pdf.

[Council Meetings](#)

Now that the virtual meetings protocol is in place the County has started conducting meetings on line generally via Zoom. Refer to the meetings calendar:

https://cambridgeshire.cmis.uk.com/ccs_live/Meetings.aspx

Household Waste Re-cycling Centres

Plans are being prepared to re-open these and will be published here:

<https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centres>

Well-being Campaign & Toolkit

Now We're Talking - coming together in isolation

Organisations across the county have joined forces to launch a wellbeing campaign and additional mental health support for people during the coronavirus outbreak.

'Now We're Talking', encourages people to get talking to combat loneliness whilst self-isolating, and to seek help if they are struggling with their mental health.

The campaign, led by the local authority, NHS and third sector also directs people to increased mental health support available including:

- Lifeline Plus - a mental health and wellbeing helpline for people aged 18 and over living in Cambridgeshire and Peterborough, is available Monday-Friday between 9am and 2pm via freephone 0808 808 2121. The line will support people to manage their wellbeing, provide self-help advice or signpost to other organisations for particular concerns.
- Lifeline - 7 days a week, between 2pm and 11pm the same number is Lifeline, managed by Lifecraft who provide support for those in mental health distress: 0808 808 2121.
- Qwell - an online wellbeing support, including educational and self-help articles and peer-to-peer support via forums. Adults are also able to receive help from qualified counsellors via drop-in or scheduled online chat sessions. www.qwell.io
- Keep Your Head – this website brings together all the mental health support available across the county - www.keep-your-head.com/now

'Now We're Talking' comms toolkit to use for your own updates:

Following the launch of our Now We're Talking campaign this week, please find here a toolkit so you can share the details with your town or parish council colleagues.

Caring for Carers - Looking after the county's carers

A project to support people across Cambridgeshire and Peterborough who are carers to friends and family has seen hundreds of people contacted to enquire whether they need support.

Family carers are currently delivering unprecedented levels of essential care and support to people with care needs in the community who are impacted by the pandemic.

In response Cambridgeshire County and Peterborough City Council have re-deployed more than 30 staff who are unable to fulfil their usual role due to the Covid-19 outbreak, to contact those family carers currently known to adult social care, check that they are coping, provide preventative advice and connect them to sources of support where this is needed.

In Cambridgeshire 1,557 carers were identified and are being contacted. Of those contacted so far 56% or 429 carers have told staff that they are coping.

Feedback from staff making the calls is that carers have been extremely grateful to be contacted and have taken contact details in order to access support should this be needed in the future. One carer told us “I enjoyed chatting to you and both my husband and I are impressed with the initiative set up by the council. Thank you.”

So far 57 carers contacted by the redeployed staff have been referred for support as a result of the calls, examples include accessing help with shopping and medication collection, both for themselves and the adult that they support, and amendments to the care and support being provided to the cared for person due to changes in their circumstances.

The staff making the calls have had information regarding a wide range of preventative services and have also been able to connect carers to support from services like occupational therapy and the technology enabled care team, as well as raising awareness of help available through Caring Together, previously known as Carers Trust.

If you are a carer and you would like to talk to us about the support on offer, please call the countywide hub on 0345 045 5219.

Cambs County Hub

Requests for help and support coming into the countywide hub have continued to rise over the past fortnight.

The hub has received a total of 2,101 telephone enquiries over the past four weeks. The team has resolved a total of 5,856 individual requests for help and support, which include delivering urgent food supplies to 832 people. A further 129 people have been provided with more specialist food, for example that is suitable for people who are seriously ill.

There are now almost 15,000 people on the registered shielded list across Cambridgeshire and Peterborough and around a third of this group have told us that they have no support in place and will need our assistance.

Around 5,000 shielded people across Cambridgeshire and Peterborough are receiving a national food delivery over the course of this week.

Keeping everyone connected

The Covid-19 outbreak has made us all more reliant on phone networks and internet services to keep in touch, which is why they are designated as ‘critical’ services by the Government. It’s vital that people can keep connected especially at a time when we are being asked to stay at home and practise social distancing.

Mobile phones or landlines are particularly essential for vulnerable people who are self-isolating, and those without internet access, to get food, medicines and other support they need. Many people are also facing financial uncertainty and the more vulnerable members of our communities may need a bit of extra help.

The UK’s major mobile and internet service providers have responded to this by offering a range of support for all their customers, including concessions for NHS frontline workers, the most vulnerable and people in financial hardship due to the Covid-19 situation.

Connecting Cambridgeshire, the digital connectivity programme led by Cambridgeshire County Council, is working with telecoms operators to improve broadband and mobile coverage across Cambridgeshire and Peterborough, and has put together a Quick Guide to help available from the mobile networks which is summarised below.

Help for everyone to stay connected:

- All phone users can get free access to all NHS UK online websites with data allowances unaffected, and free calls to NHS 111 and the Non-Emergency 101 service to the Police
- NHS frontline staff, who are existing customers, can get mobile data access, voice calls and texts at no extra cost when using their personal mobiles for work

- Vulnerable patients can get generous data allowances to use their mobile phones for video consultations with doctors and health staff
- People finding it difficult to pay their phone bill as a result of Covid-19 can get support if they inform their provider
- Vulnerable people – such as those who are Shielded - can get generous mobile and landline packages to ensure they remain connected, including data boosts at low prices and free calls from their landline or mobile, whether on contract or ‘pay as you go’.
- All providers will remove all data allowance caps on all current fixed broadband services.
- Vulnerable customers or those self-isolating will receive alternative methods of communication where possible if priority repairs to fixed broadband and landlines cannot be carried out.

Visit the Connecting Cambridgeshire Getting Superfast webpage to check if you can get superfast broadband, and follow the steps to upgrade, or find out about the options

Safeguarding Reminder

Children’s Safeguarding

If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children’s Services using one of the following: • Cambridgeshire children: 0345 045 5203 ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT): 01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

Adult Safeguarding

If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council • Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474 • Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724